Item Processing Procedures

Note: Typically there will be materials at different stages of processing. This list of procedures will begin with the arrival of the books.

1. Check the materials received against the invoice
2. Mark all received materials
3. Note any books not in the order or incorrect titles to notify vendor
4. Make a list of backordered materials with the estimated arrival date
5. Add special notes for processing items
6. Load or download library records into editing software or OPAC software
7. Copy cataloguing records must be imported
8. Outsourced cataloguing records may be downloaded or uploaded from cd, etc.
9. Records loaded to the OPAC can be labeled as “In Process” to benefit patrons
10. Edit MARC records
11. Check title, ISBN, author, series title, and physical description against item
12. Add holdings and local information
    1. Call number
    2. Price
    3. Acquisition date
    4. Barcode
       1. Outsourced processing will provide specified barcodes within a specific range
       2. Barcodes can also be ordered for specific number ranges and applied in-house
13. Enhance the MARC records
    1. Check/change subject headings
    2. Add notes
    3. Add genre notes
14. Physical processing of materials
15. [Outsourced](http://www.btsb.com/help/OrderSpecs.pdf) - check for accuracy
    1. Call number
    2. Barcode
    3. Reading program
16. In-house
    1. Type and print call number labels and/or reading program labels
    2. Apply call number, barcode, and/or reading program labels
    3. [Cover book](http://www.wikihow.com/Cover-a-Paperback-Book-With-Clear-Plastic-Film)
    4. Insert electromagnetic [security strips](http://www.demco.com/goto?blk333)
    5. Insert pocket and/or card as needed
    6. Stamp book with school name
17. Scan the barcode
18. Check to make sure the correct record was retrieved
19. Change item location from “In Process” to correct area
20. Promote new materials
21. Notify staff and students of books arrival as needed
22. Create displays, book talks, email lists, etc.